

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 13, 2017

PRESENT: Larry Epstein, Beth Relich, Pat Finder-Stone, Bev Bartlett, Corrie Campbell, Randy Johnson, Mary Johnson, Linda Mamrosh, Mary Derginer, Arlie Doxtater, Jessica Nell, Debi Lundberg

ABSENT:

EXCUSED: Amy Payne

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Tina Brunner, Mary Schlautman, Diana Brown, Denise Misovec, Mary Ann Hansen, Carrie Witt

The meeting was called to order by Chairperson Epstein at 8:30 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS:

ADOPTION OF THE AGENDA:

Ms. Lundberg/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF May 27, 2017:

Ms. Willems pointed out a correction of the draft minutes for the May 27, 2017 meeting which was that Ms. Relich seconded the motion to approve the Restricted Donations for April 2017 and not Ms. Bartlett.

Ms. Lundberg/Ms. Relich moved to approve the amended minutes of the regular meeting of May 27, 2017. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

Ms. Hansen from Denmark addressed the ADRC Board of Directors regarding concerns for the future of the ADRC's Denmark location. Ms. Hansen attended the Denmark Senior Advisory Committee where Ms. Christianson, Mr. Slusarek and Ms. Groeschel were in attendance. Ms. Hansen feels as though the former Denmark Senior Program Coordinator's (Sara Wall) efforts were making a positive difference at the Denmark location even though it did not show in participation numbers. Ms. Hansen did see some new faces from the Denmark community in attendance. Ms. Hansen also shared that the cost of ADRC sponsored trips are too costly for the populations served in Denmark, so they have often made their own socialization trip arrangements. Ms. Hansen shared that Curative Connections bus trips are more cost effective. Ms. Hansen also feels that in the past the quality of the congregate meals was not consistent but feels that recently food quality has been improving. Ms. Hansen would like continued support from the ADRC in Denmark and does not want the Denmark Nutrition Program removed from the Denmark community.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF MAY, 2017 FINANCE REPORT:

Ms. Bowers reviewed the May 2017 Finance Summary.

Supervisor Campbell/Ms. Johnson moved to approve the May 2017 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

There were no restricted donations in May 2017. Ms. Bowers mentioned that per request, she has included date by month of expenses for the restricted donations.

Supervisor Campbell/Ms. Lundberg moved to approve the restricted donations for May 2017. **MOTION CARRIED.**

REPORT OF THE EXECUTIVE & FINANCE COMMITTEE INCLUDING PRELIMINARY BUDGET REVIEW AND APPROVAL 2018:

A. Draft Budget Approval Including Position Changes:

Mr. Epstein communicated that there are still many items that are unknown in the allocations at the Federal, State and County level that will affect the final 2018 ADRC budget. Mr. Epstein reviewed the decisions from the Executive and Finance Committee Meeting of June 22, 2017 being presented for approval to the full ADRC Board of Directors. These recommendations are to change the ADRC Staff Short Term Disability plan to align with the Brown County Employee plan and approve Amy Payne to the ADRC Board of Directors.

Ms. Christianson shared that the since the Executive and Finance Committee's meeting the county levy target has been communicated and the levy has been integrated into the preliminary budget for approval.

Ms. Christianson shared the main principles of the preliminary budget include:

- Continued funding for the Denmark location as is currently in place.
- Changes to the In-Home Worker program as a result of the retirement of Holly Lorenz.
 - Ms. Schlautman shared that the In-Home Worker is a private duty registry of individuals that would like to work for ADRC customers. There are 3 arms of this program: chore services, home-making, and personal care services. The workers are not employed or supervised by the ADRC but are vetted by the ADRC through criminal background checks, reference checks and a screening/orientation meeting prior to being placed on the registry. The chore and home-making services are most frequently requested. With the retirement of Holly Lorenz, Ms. Schlautman is recommending that the ADRC maintain the homemaker and chore arm of this program and discontinue the personal care services. The ADRC is able to reassign the task of matching workers to customers for just the chore and home-making services back to the Information and Assistance department. So far this has been manageable for the I&A department to support. Additionally, a transition team has been created to analyze the work and the need for this service and to make recommendations on how best to proceed with the program. As a result, the transition team is recommending the elimination of the In-Home Worker position, redistributing the work to other areas of the agency to include the support team, the Caregiver Support Specialist and the Information and Assistance department. There will be continued oversight of the program by Ms. Schlautman to mediate any issues that arise. Ms. The personal care services have become increasingly complex and have grown out of the scope of the ADRC's core services. Some examples of these requests are insulin injections, home dialysis support and catheter support etc. The ADRC does not seek out skills or training for these workers and there is a risk associated with this work. Ms. Schlautman called 8 other ADRC/Aging Units to inquire about their process and found that all had either discontinued their program or contracted it out to other agencies. The personal

care services part of the program carries the most liability for the agency, the customer and the worker. In addition, with the roll out of family care, there has been an increase in personal care provider agencies in the area that had not been previously available. Ms. Schlautman also plans to keep the transition team intact to re-evaluate the program for the remainder of 2017. Additional recommendations may be made to the ADRC Board of Directors at that time. Supervisor Campbell feels that this program is important and brings those in need into the agency. Additional discussion ensued.

- Contract funding maintained at 2017 levels.
- Transportation budget changes reflect the transition of the 85.21 program to Brown County Planning. This results in a reduction in Brown County Levy dollars, but also decreases the ADRC match required from the 85.21 program.
- Does not include a cost of living increase for staff for now, but may be possibly added following the County Executives budget is complete...
- Conservative estimated revenue and costs for Grounded Café.'
- Continuation of 16 hour/week MIPAA program position in 2018 where grant funding discontinued in 2017.
 - Ms. Brunner shared that this position handles much of the administrative and required state database entries. This position supports the Benefit Specialists and Medicare outreach workers and volunteers. Through the support of this position the ADRC is able to reduce the hours of the Medicare Outreach position, which is more costly.

Supervisor Campbell/Ms. Lundberg moved to move agenda item 8A. to 7D. 2 in favor, 9 opposed.
MOTION DENIED.

Ms. Bartlett/Ms. Derginer moved to approve 2018 draft budget as submitted. **MOTION CARRIED with Supervisor Campbell voting "Nay".**

B. In-Home Worker Program Changes:

Mr. Johnson/Ms. Finder-Stone moved to approve changes to the In-Home Worker program as submitted. **MOTION CARRIED with Supervisor Campbell voting "Nay".**

C. New Board Member- Amy Payne:

Supervisor Campbell/Ms. Lundberg moved to approve Amy Payne as a member of the ADRC Board of Directors as submitted. **MOTION CARRIED.**

DIRECTOR'S REPORT:

A. Denmark Community Planning Task Force Development

ADRC has been challenged with low congregate dining attendance in Denmark for the last couple of years. In 2014 the ADRC Board approved a 20 hour position to investigate how to draw more people to the Denmark center. This effort along with the work of the Rural Program Coordinator has not been successful in increasing attendance at the center. With the resignation of the Rural Program Coordinator, Ms. Christianson's intent is to have a community discussion about the interest and value of the current programming in Denmark and to find a new or more efficient way to proceed. Ms. Christianson stressed that the intent of the meeting in Denmark in July was not to shut Denmark down. Ms. Christianson stated that the ADRC is still committed to the nutrition program in Denmark. Ms. Christianson is in process of gathering input from Denmark Community leaders to investigate solutions. Ms. Bartlett, Mr. Johnson and Mr. Epstein have all agreed to represent the ADRC in discussion with

Denmark community leaders; the Denmark Senior Advisory Council and volunteers from the area. There will be a meeting on July 27, 2017 to brainstorm and discuss services that Denmark most values. In the interim, a temp worker is in place to maintain the nutrition program.

Supervisor Campbell/Ms. Lundberg moved to suspend the rules and authorize additional comments from the public. **MOTION CARRIED.**

Ms. Hansen shared her opinion on low congregate dining attendance at the Denmark location. Ms. Hansen has noticed some positive changes in the menu recently that she feels may improve participation.

Supervisor Campbell inquired about quality control of the meals. Ms. Christianson shared that the Nutrition Coordinator is responsible for quality and sends out surveys for feedback and results have been overwhelmingly positive.

B. Short Term Disability Policy Change

Ms. Christianson explained she is recommending a change the STD payout to staff out on short term disability to 50% of their income from 75% to order align with the Brown County STD plan.

Supervisor Campbell/Ms. Nell moved to approve the changes to the Short-Term Disability plan as presented. **MOTION CARRIED.**

C. All-Agency Meeting August 8th 2017

Ms. Christianson invited all board members to the quarterly ADRC all-staff meeting on August 8th, 2017 at 1:00 PM.

D. Board Member Changes

Ms. Christianson announced that Ms. Nell will be moving to Madison WI and will therefore be stepping down from the ADRC Board of Directors. Ms. Christianson asked the board to consider those that may be willing to join.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

Ms. Christianson announced an approved plan to create 32 new parking spots for ADRC customers. More information will follow.

NEXT MEETING – The next meeting will be August 24th, 2017 at 8:30 a.m. at the ADRC.

ADJOURN:

Mr. Johnson/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:26 a.m.

Respectfully submitted,

Kristin Willems,
Administrative Specialist